

BALKAN OPERATIONS

DEPLOYMENT GUIDANCE FOR DEPARTMENT OF ARMY CIVILIAN EMPLOYEES AND SUPERVISORS

SECTION 1

General Information

A. AUTHORITY TO DEPLOY: Department of Defense and Department of Army policies and procedures allow management officials to direct and assign civilian employees, either voluntarily or involuntarily to accomplish the downrange mission. Civilian employees may be required to perform combat support functions or support missions other than war. Management may take appropriate administrative action, including separation from the federal service, if a civilian employee refuses to perform assigned duties. An employee may be directed to perform these duties regardless of whether they volunteer or sign the emergency essential agreement. All DA civilians are considered Emergency Essential while deployed to the Area of Operation.

B. SUPERVISORY CONTROLS: During the deployment, a civilian employee is under the direct command and control of the downrange on-site supervisory chain. The deployed employee must comply with all General Orders and downrange policies and procedures. The downrange immediate supervisor is responsible for the following typical personnel administrative duties: assign tasks, define work parameters, review performance, evaluate employee accomplishments, and initiate informal performance and disciplinary actions, when necessary. Formal actions related to performance and discipline will be coordinated with the home station supervisor(s) for final disposition.

C. SPECIAL ORDERS: The Task Force commander may impose special rules and policies based on mission necessity, safety and unit cohesion. The host nation may also impose special laws and rules. The specific customs, traditions, and restrictions of the host nation will be addressed in the pre-deployment briefing. Compliance is required. The following orders cover alcohol use; uniform wear; leave and passes; rest and relaxation; personal conduct; living and safety standards; jewelry; beard and hair wear, etc.

- EUCOM Operation Orders 4247-98 and 4250-00
- National Support Element Policy memorandums
- Task Force Eagle Military and Civilian Standards/General Orders
- HQ 21st Theater Army Area Command (Forward) General Orders/Policy Letters
- Task Force Falcon General Orders/policy memorandums

D. DA KOSOVO GUIDANCE: DA policy Guidance, May 1999, is located at:

<http://www.odcsper.army.mil/default.asp?pageid=72f>

E. PRE-DEPLOYMENT TRAINING: Continental U.S. pre-deployment training is conducted at the CONUS Replacement Center (Ft. Benning). USAREUR pre-deployment training is conducted at Hohenfels, Germany. This training is called Individual Replacement Training and is a two-part program. Phase I is completed at the unit or organizational level and consists two training videos which cover a variety of downrange topics. Phase II is a Situational Training Exercise which is conducted for one day at Hohenfelds. Employees are required to take their flak jacket and helmet to this training.

For USAREUR-based employees, more information for the Hohenfels IRT is found at the following Web site: <http://opd.7atc.army.mil/OPS/IRT/irtmain.htm>

For CONUS-based employees, information regarding the CRC at Ft. Benning is found as follows: <http://www-benning.army.mil/11th/CRC/CRC.html>

SECTION II

Tour of Duty

A. ANNUAL LEAVE: Normally, annual leave will not be approved while deployed, except for (1) employees assigned to Taszar, Hungary and (2) when authorized rest and recreation periods are permitted from the Balkan area. Commanders have the authority to grant annual leave under special circumstances. Excess annual leave accrued while deployed will be permitted for carry-over upon return to the home station (except Hungary). Consult Task Force operation orders for further guidance on annual leave. SF 71 Request for Leave is provided at:

http://www.usapa.army.mil/forms/forms21.html;mark=742,4,9#WN_mark

B. CHARGING OF ANNUAL LEAVE AND SICK LEAVE IN CONJUNCTION WITH TRAVEL:

The following guidance is provided regarding the charging of annual or sick leave in conjunction with travel to/from the Balkans. Department of Army employees who travel from the Balkans while on approved annual or sick leave will normally be charged leave beginning from the date of departure from the Balkan duty assignment until the employee returns to the Balkan duty location.

This guidance is consistent with Title 5, USC, Section 6303 (d) and Section 6304 (b). The only authorized overseas leave free travel entitlement is a situation where the employee is returning to the U.S. or to their place of actual residence in a territory or possession of the U.S. for the purpose of talking leave between overseas tours. The entitlement for leave free travel is limited to one leave period per overseas tour, i.e., 36 months.

Exceptions to this policy may be situations where an employee is: (a) on leave in conjunction with official travel and (b) during the period the employee travels to/from the Balkans on military conveyance with orders.

C. HOURS OF WORK: The authority for establishing and changing the tours of duty and hours of work for civilian employees is delegated to the Task Force commanders or their representatives. The duration of the duty is dependent upon the particular operation and will be established by the responsible commander. A typical deployed civilian schedule is a 40-hour workweek, plus some additional overtime hours dependent upon mission requirements. There is NO guaranteed number of overtime hours for Department of Army civilian employees.

D. OVERSEAS TOUR: Career and career-conditional DA civilian employees, whose tour expires while they are deployed, will have their overseas tour extended for 6 months from the date they return from deployment. This period will allow for registration in the Priority Placement Program (PPP).

E. REST AND RELAXATION: DA civilians who are deployed in support of SFOR and KFOR beyond 180 continuous days are entitled to a 15 day absence (to include travel time) from the deployed area. Employees must be in an official leave status for this absence. Leave time will not be charged for the days of travel. Excused absence (administrative leave) is not authorized.

SECTION III

Civilian Pay

Salaries are NOT Tax Free while on deployment.

A. SURE PAY: In order to ensure continuation of pay while detailed to support deployed military operations, DA policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home installation before deployment. Once under DD/DFT the employee must remain in the program. All emergency essential employees are required to join a DD/DFT program as a condition of their employment. Salary deductions do not change while on deployment.

B. PAY LIMITATIONS FOR CIVILIAN EMPLOYEES:

1. Biweekly Maximum Earnings: Effective March 24, 1999, the Acting Assistant Secretary of Defense determined that the situation in **Kosovo** meets the emergency criteria within the meaning of Title

5, United States Code 5547(b). Therefore, effective the first pay period including March 24, 1999, employees performing work directly related to this emergency situation are paid under the annual limitation defined in 5 CFR 550.106.

The biweekly maximum earnings limitation waiver, effective November 27, 1995 for **Bosnia**, remains in effect for employees performing work directly related to that emergency situation.

The Defense Finance and Accounting Service has requested servicing payroll offices be informed in writing of employees to whom these waivers apply. Civilian Personnel Advisory Centers will coordinate this requirement with their serviced commanders and managers.

2. Annual Limitation on Premium Pay for Emergency Work: Deployed employees who perform work in connection with the emergencies in Bosnia and Kosovo will be paid premium pay only to the extent that the aggregate (sum) of the employee's basic pay and premium pay, e.g., overtime, Sunday premium pay, holiday pay, etc., for any calendar year does not exceed the maximum rate payable for GS-15, in effect on the last day of the calendar year (Title 5, USC 5547 and 5 CFR 550.106).

3. Annual Aggregate Limitation of Pay: This provision in 5 CFR 530.203 limits the total amount of compensation an employee can be paid during the calendar year. Specifically, no executive branch employee may receive any allowance, bonus, differential, award, or other similar payment in combination with their basic pay that would cause the aggregate compensation to exceed the rate payable to the Executive Schedule Level I on the last day of the calendar year.

C. PREMIUM PAY:

1. Overtime: Overtime is paid for hours authorized and worked by a civilian employee in excess of 8 hours per day or 40 hour per week (NAF employees earn overtime after 40 hours per week). The dollar amount paid is limited to the hourly rate for GS-10, step 1. Overtime under field conditions is considered occasional or irregular for payroll purposes.

2. Night Differential: Night differential is paid for hours regularly scheduled and worked after 1800 hours until 0600. The amount paid is the hourly base rate, plus 10%.

3. Holiday Pay: Holiday pay is paid for work performed during a holiday which corresponds to the employee's normal tour of duty.

4. Compensatory Time: Overtime under field conditions is considered occasional or irregular for payroll purposes. GS and WG employees are permitted compensatory time in lieu of pay. However, discretion must be used when making the determination for compensatory time, as down range conditions will normally preclude the employee's use of these hours. Employees have up to 26 pay periods, beyond the pay period in which the compensatory time was earned, to take time off. After that time period, the compensatory hours will be paid at the overtime rate in effect at the time worked. Compensatory time is subject to the same pay cap limitations.

D. POST DIFFERENTIAL AND DANGER PAY:

1. Foreign Post Differential (FPD): The Department of State determines the entitlement and the rate of FPD for each geographic location. Foreign Post Differential is paid up to 25% of Basic Pay. FPD begins on the 43rd day of duty for employees on detail and Temporary Duty Assignment (TDY). FPD for employees on TCS (Temporary Change of Station) begins on the date of arrival at post. *Once initial eligibility is established for Foreign Post Differential, the period is not considered to be interrupted when the employee departs the Balkan theater for the U.S., if the travel is for the convenience of the Government and it does not exceed fourteen consecutive days. Travel back to another location where FPD is not authorized will cause the entitlement to cease and a new entitlement period will begin.* These allowances are subject to federal and state income tax deductions.

"Local hires" appointed in a foreign country like Germany and then deployed TDY downrange are not entitled to FPD. The State Department has agreed with Army's current interpretation of the Department of

State Standardized Regulations, "An employee stationed in a foreign area cannot get post differential while on TDY to another foreign or non-foreign area unless she/she is eligible to receive the Living Quarters Allowance".

2. Danger Pay: This entitlement is administered by the Department of State. The allowance is paid to civilian employees serving in designated foreign areas. Danger Pay is paid up to 25% of the basic pay. Danger Pay begins on the day of arrival *and continues after* FPD begins on Day 43. Danger pay is subject to federal and state income tax laws. It is possible for the combination of FPD and Danger Pay to exceed 25% collectively depending upon the deployed location.

3. Imminent Danger Pay: Under DoD Financial Regulation, Volume 8, Chapter 3, the imminent danger pay allowance shall be the same flat rate (\$150 per month) paid to uniformed military personnel, but calculated as a daily rate only for the number of days actually present in the IDP authorized area. Imminent Danger Pay begins upon arrival at a designated site *and continues until* FPD begins on Day 43. Political violence (danger considerations) are included in the FPD rate. Imminent Danger Pay is subject to federal and state income tax laws.

4. Responsibilities: Claims for FPD, DP and IDP allowances must be initiated by the employee at their CPAC and processed using the Standard Form (SF) 1190 Foreign Allowances Application, Grant, and Report revised version dated 1/98. The responsible CPAC will provide the employee with instruction in form completion and will counsel their employees on eligibility and repayment (should overpayment occur). Properly completed SF1190s will be forwarded to the CPOC where a payment memorandum will be compiled. The DFAS payroll system will pay, terminate or collect allowances from employees.

Note: The current deployment allowances are located at:

http://www.chrma.hqusaureur.army.mil/deployedciv/docs/old_docs/DeploymentAllowances.doc

SF1190 is available at:

http://www.usapa.army.mil/forms/forms21.html;mark=461.4.11#WN_mark

E. SEPARATE MAINTENANCE ALLOWANCE: The Department of State authorizes Separate Maintenance Allowance (SMA) under very strict conditions. The allowance is paid to an employee when TCS-ed and separated from family for longer than 90 days. (Employees who are TDY are not entitled to SMA.) If an employee has TCS-ed downrange and is receiving Living Quarters Allowance from their home station, SMA is not payable.

Requests for Separate Maintenance Allowance (SMA) for eligible employees TCS'd downrange must include a copy of the employee's orders and a signed SF-1190 with the statement required by DSSR 264.1 in Block 15.

The appropriate statement is: "SMA request is based on For the Convenience of the Government. Housing facilities at the post are subject to control by United States military authorities, a foreign government, or some other authority, and are not available for use by dependents."

F. MISSING STATUS: If a civilian employee is in a "missing status," all pay and allowances will be continued, including within grade increases.

SECTION IV **Entitlements**

A. BATTLE DRESS UNIFORM (BDU): Task force commanders will determine the need for civilians to wear BDUs. When required, the uniform will be properly worn IAW AR 670-1, Wear and Appearance of Military Uniform. The name strip, with the last name, will be worn above the right pocket. The U.S. triangle (civilian patch) will be worn above the left pocket, or on the left shoulder sleeve. It can also be centered on the front of the BDU cap. The U.S. flag will be worn on the right shoulder sleeve. No other patches are authorized. DA Pam 690-47 and AR 700-84 provide guidance and procedures for obtaining the uniforms.

An SF-1034, Public voucher for Purchases and Services Other Than Personal, is used for the BDUs and other Mission Essential Clothing Issue. The link is:

[http://www.usapa.army.mil/forms/forms21.html;mark=355,4,11#WN mark](http://www.usapa.army.mil/forms/forms21.html;mark=355,4,11#WN_mark)

The form is approved by Resource Management officials and paid by Finance to allow the employee to purchase the clothing at the Military Sales Store.

TA-50 is issued by the Community Central Issue Facility. The employee must present a memorandum signed by their Director to authorize issuance of this Mission Essential Clothing. The memorandum will contain the name, SSN, organization and the basic request for the issue.

B. GENEVA CONVENTIONS IDENTITY CARD: Under both the Hague and Geneva Conventions, Department of Defense employees are entitled to be protected as prisoners of war if captured. These protections are accorded to civilians who accompany the armed forces provided they have received authorization from the armed forces. The DD Form 489 is the Geneva Conventions Identity Card. There is a US DoD/Uniformed Services Civilian, Geneva Conventions Identification Card, DD Form 2764, April 1998, which is also available to document the Geneva Convention Category and the Blood Type.

C. LIVING CONDITIONS: Field conditions are the same for civilians as the military personnel, commensurate with grade and rank equivalency as identified in the Geneva Conventions. There is a general lack of privacy and limited opportunity for recreation during non-duty hours. Housing may consist of tents or other communal structures. Rental cars are not normally authorized. Food may be prepackaged rations or served in a military dining facility, which means special diets may be unavailable. Showers may be communal; otherwise, bathing may be from a bucket or helmet. Religious services are provided by military chaplains.

D. TEMPORARY STORAGE OF HOUSEHOLD GOODS AND POV: DA employees who are TDY have no entitlement to temporary storage of household goods. Employees who are TCS-ed are provided temporary storage of household goods according to JTR2, C4111-D.1.d.

POVs can be stored temporarily at Spinelli Barracks, near Mannheim, for DA employees located in Germany. DSN 322-8407.

E. MAIL, LEGAL, MEDICAL, DENTAL, FOOD, AAFES, TELEPHONE, AND LAUNDRY SUPPORT SERVICES: These services will be provided at no cost to deployed civilians and will be equivalent to those provided to military service members.

F. PROTECTIVE EQUIPMENT: Nuclear Biological Equipment and other protective gear designated in USAREUR 710-2 will be issued to civilians when issued to the military personnel.

G. WEAPONS: Task force commanders will determine if circumstances warrant the issuance of weapons to civilians. Privately owned weapons and ammunition are prohibited. While civilians may be authorized possession of a firearm after proper training, they should not be placed in a direct combat situation.

SECTION V

Benefits

A. CASUALTY STATUS: Civilian employees killed in the line of duty are entitled to many of the same benefits as military casualties. Mortuary benefits for eligible employees include search, recovery and identification of remains; disposition of remains; removal and preparation of remains; casket; clothing; cremation (if requested); and transportation of remains to permanent duty station or other designated location.

B. LIFE INSURANCE: Federal civilian employees are eligible for coverage under the Federal Employees Group Life Insurance (FEGLI) program. Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death. The Office of Personnel Management (OPM) has confirmed that civilians who are deployed with the military to combat support roles during times of crisis are not "in actual combat" and are entitled to accidental death and dismemberment benefits under FEGLI.

C. NEXT OF KIN NOTIFICATION: Next of kin notification will be made in the event an employee dies, is missing, or unable to express his or her desires after becoming ill. The notification will be handled promptly in an appropriate, dignified and understanding manner by the Casualty Area Command. After official notification by the Casualty Area Command, local commanders may contact the next of kin for expressions of condolence and offers of assistance. Survivor assistance officers will be appointed as necessary. The civilian personnel officer will appoint a personnel specialist to assist the next of kin in obtaining benefits and entitlements. The local Army Community Service center is also available to provide assistance to the next of kin and eligible family members. Deployed civilian employees must complete the DD Form 93, Record of Emergency Data, to include a strip map to the next of kin's address. Copies will be provided to (1) the down range immediate supervisor, (2) the down range employee's temporary OPF, (3) the home station immediate supervisor, (4) the supporting Civilian Personnel Advisory Center, and (5) the regional Civilian Personnel Operations Center for filing in the employee's OPF.

DD Form 93 is provided at: http://www.usapa.army.mil/forms/forms16.html;mark=618,4,9#WN_mark

SECTION VI

Personnel Issues

A. CIVILIAN PRESENCE DOWNRANGE: The U.S. Force presence downrange is *officially temporary in nature*.

1. The primary assignment status for civilian employees is TDY for a period of 179 days, extendible up to 364 days (EUCOM OPODR 4247-98, Appendix E). Employees will be assigned TDY from CONUS or OCONUS (Central Europe) duty locations. **There are no official duty locations permitted downrange.** TDY costs normally allow for limited per diem (\$3.50/day since Government billets and meals are provided), paid travel expenses while employee is in a travel status, and there is no Separate Maintenance Allowance (SMA).

2. Temporary Change of Station (TCS) is another option for assignment downrange. USAREUR now has authority to use an unaccompanied TCS option (up to 30 months) for DA civilians going to **Hungary or Bosnia only**. Change 2 (dated 2 May 00) to Annex E (Personnel), EUCOM Operations Order #4247-98 for Operation Joint Forge, modified DOD Civilian Personnel rotation policies by incorporating an unaccompanied Temporary Change of Station (TCS) option for civilian employees going to Hungary and/or Bosnia. This means that DA civilians can be assigned TDY or TCS downrange from CONUS or Central Europe duty locations, in keeping with the current "temporary presence" posture. Based on this change, USAREUR Commanders may use an unaccompanied TCS for individuals and/or small groups of DOD civilian employees (deployed to Hungary and/or Bosnia) in unusual mission related or other operational necessitated conditions **and** after careful review of the provisions outlined in JTR Volume 2, Paragraph C4111 (Temporary Change of Station) when necessary. USAREUR's intent is to maintain TDY as the primary appointing condition; however, in unusual mission related or other operational necessitated conditions (to be determined and documented by the Commander), TCS can be used.

Management must consider the following JTR requirements prior to effecting a TCS for any civilian going to Hungary and/or Bosnia.

C4111 TEMPORARY CHANGE OF STATION (TCS)

A. General. An order-issuing official may authorize a TCS with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

B. Eligibility.

1. Assignment. An assignment may be considered for a TCS only if:

- a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
- b. the assignment isn't less than 6 months nor more than 30 months;
- c. TDY travel and per diem otherwise are payable; and
- d. the order-issuing official determines TCS is more advantageous than TDY as in subpar. C.

NOTE: A transportation agreement isn't required for a TCS move.

2. Employees. All employees are eligible for a TCS except:

- a. a new appointee;
- b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
- c. an individual serving without pay or at \$1 a year;
- d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or
- e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering subpars.1-4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.

2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

3. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pay entitlements such as locality pay and non-foreign cost of living allowances.

4. Equity Concerns. The financial inequity that results when a long-term TDY employee subsists in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

Each sending organization needs to maintain records reflecting all instances of the use of TCS for DA civilians. EUCOM may need to report this data periodically.

TCS costs include limited per diem, paid travel expenses while in travel status, paid non-temp storage of goods during duration of TCS, and reduced payment of SMA if separated from family (the non-temp storage and SMA will usually make this option more costly). SMA cannot be paid if LQA is being paid to the employee. *TCS is not available for Non-Appropriated Fund employees.* No employee who is TDY or TCS is permitted to take family members to the downrange Balkan area.

B. DISCIPLINARY ACTIONS: Deployed civilians are not covered by the Uniform Code of Military Justice (UCMJ) unless war has been declared by the U.S. Congress. All other situations entitle the civilian to grievance/appeal rights during normal administrative disciplinary procedures. Civilian employees are subject to the downrange “chain of command” and any applicable general orders, policies and procedures. Informal disciplinary actions (oral and written counselings and letters of warning) are the responsibility of the downrange on-site supervisor(s). Cases requiring formal disciplinary action (letters of reprimand, suspension, or removal) must be coordinated with the home station supervisor through the *Deployed Civilian Personnel Advisor* (National Support Element G1 in Taszar, Hungary). Civilians are subject to the deployed country’s laws and rules. Civilians who refuse to deploy or leave the area of operation without proper authorization will be subject to disciplinary action, up to and including, possible removal from federal service.

C. EMERGENCY ESSENTIAL AGREEMENT: Deployed civilians will complete DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement, to ensure proper identification.

DD 2365 is provided at: <http://www.usapa.army.mil/forms/forms19.html>

D. PERFORMANCE APPRAISAL: If an assignment is expected to be 120 days or more during an employee’s annual rating cycle, the employee should receive a TAPES performance plan and an appraisal for this period. Coordination with the home station is required. Questions should be referred to the *Deployed Civilian Personnel Advisor*.

Plan and appraisal forms are as follows for the **Base System** (Plan - DA Form 7223-1, Aug 1998, Base System Civilian Performance Counseling Checklist/Record and the Appraisal - DA Form 7223, Aug 1998, Base System Civilian Evaluation Report). **Base System** employees are General Schedule/Wage Supervisory in grades 1-8, and all grades of the Wage Grade and Wage Leader categories.

The Plan and appraisal forms are as follows for the **Senior System** (Plan - DA Form 7222-1, Aug 1998, Senior System Civilian Evaluation Report Support Form and the Appraisal - DA Form 7222, Aug 1998, Senior System Civilian Evaluation Report). **Senior System** employees are General Schedule/Wage Supervisory in grades 9 and above.

The forms are located at - http://www.usapa.army.mil/forms/forms15.html;mark=303.4,11#WN_mark

E. RIF ACTIONS: In the event that the employee’s position has been abolished, the employee will be returned to a position of like seniority, status and pay. However, employees will not be exempt from formal reduction in force (RIF) procedures. If a RIF has occurred prior to, or during the deployment, individuals deploying to support the operation must compete with individuals within their competitive area for retention. If deployed individuals are identified for separation through RIF procedures, the separation will be delayed until an appropriate notice period after return from deployment.

F. AWARDS AND MEDALS: Department of Army employees may receive monetary and honorary civilian award recognition while deployed to the Balkans. They may also be eligible for the following medals and awards –

<http://www.chrma.hqusaureur.army.mil/deployedciv/awards/awards.htm>

1. The NATO medal –

http://www.chrma.hqusaureur.army.mil/deployedciv/awards/awards_nato_medal.htm

2. The Armed Forces Civilian Service Medal -

http://www.chrma.hqusaureur.army.mil/deployedciv/awards/awards_afcsm.htm

3. The Purple Heart –

http://www.chrma.hqusaureur.army.mil/deployedciv/awards/awards_purple_heart.htm

4. **The Civilian Award for Humanitarian Service –**
http://www.chrma.hqusareur.army.mil/deployedciv/awards/awards_humanitarian_serv.htm

5. **The Achievement Medal for Civilian Service –**
http://www.chrma.hqusareur.army.mil/deployedciv/awards/awards_achieve_medal.htm

6. **The Commander's Award for Civilian Service –**
http://www.chrma.hqusareur.army.mil/deployedciv/awards/awards_cdrs_award.htm

7. **The Superior Civilian Service Award –**
http://www.chrma.hqusareur.army.mil/deployedciv/awards/awards_superior_civ_svc.htm

8. **The Meritorious Civilian Service Award –**
http://www.chrma.hqusareur.army.mil/deployedciv/awards/awards_meritorious.htm

Section VII Deployment References

- **PERSONNEL POLICY GUIDANCE FOR OPERATIONS IN AND AROUND KOSOVO, May 1999**, <http://www.odcsper.army.mil/default.asp?pageid=72f>
- DA PAM 690-47, Civilian Personnel DA Civilian Employee Deployment Guide, 1 November 1995, <http://www.usapa.army.mil/cpol/dapam690-47/dapam690-47.html>
- AR 690-11, Civilian Personnel Mobilization Planning and Management, 14 September 1990, http://www.usapa.army.mil/gils/epubs7.html;mark=281,34,43#WN_mark
- USAREUR Regulation 690-6, Civilian Mobilization and Contingency Operations Planning and Evacuation, 25 August 1995, <http://www.aeaim.hqusareur.army.mil/library/reg/690-6.htm>
- AR 600-8-1, Army Casualty Operations/Assistance/Insurance Regulation, 20 October 1994, http://www.usapa.army.mil/gils/epubs5.html;mark=763,34,44#WN_mark
- USAREUR Regulation 600-10, Army Casualty Management, 10 September 1992, <http://www.aeaim.hqusareur.army.mil/library/reg/600-10A.htm>
- AR 700-84, Issue and Sale of Personal Clothing, 28 February 1994, http://www.usapa.army.mil/gils/epubs7.html;mark=494,34,43#WN_mark
- AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 1 September 1992, http://www.usapa.army.mil/gils/epubs7.html;mark=522,7,12#WN_mark
- USAREUR Regulation 710-2-1, Organizational Clothing & Individual Equipment, 5 January 1999, <http://www.aeaim.hqusareur.army.mil/library/reg/710-2-1.htm>
- DODI 1000.1, Identity Cards Required by the Geneva Conventions, 5 June 1991, <http://web7.whs.osd.mil/text/i10001p.txt>

SECTION VIII Points of Contact

A. PRIMARY POINT OF CONTACT: A deployed employee should first attempt to resolve personnel issues and questions with their immediate supervisor and the down range supervisory chain.

B. SECONDARY POINT OF CONTACT: A secondary Point of Contact for personnel concerns is located at the National Support Element in Taszar, Hungary:

Ms. Diana Skelton
DSN: 760-2589
E-mail: USNSECPO@FWD.AREUR.ARMY.MIL

C. TERTIARY POINT OF CONTACT: The Civilian Personnel Directorate Point of Contact is located in Heidelberg, Germany:

Mr. Gary Goshorn
DSN: 370-3945
E-mail: goshorn@hq.hqusareur.army.mil

SECTION IX
Attachments

A - Deployment Checklist

B - Civilian Family Member Deployment Checklist

ATTACHMENT A
DEPLOYMENT CHECKLIST

INDIVIDUAL PREPARATION

Personal Affairs

- Insurance up-to-date
- Execute Will and Power of Attorney
- Have credit card and/or cash available
- Personal telephone calling card
- Identify Primary and Secondary Next of Kin, DD Form 93; plus strip map to next of kin's address
- Obtain copy of medical and dental records
- Obtain copy of skeleton official personnel file
- Spare glasses and prescription
- Sunglasses
- Spare dentures
- Spare hearing aid and/or batteries
- Four (4) passport size photos
- Sufficient personal checks
- Obtain prescriptions for all medications
- Take a 90 day supply of all medications
- Arrange for direct deposit of pay
- Take one full set of civilian clothing
- Take a 90 day supply of toiletries
- Limit luggage to no more than 250 pounds (two duffle bags and one carry on bag)

Organizational Processing

- Issue organizational clothing and individual equipment
- Issue chemical defense equipment, if required
- Provide appropriate training and briefings
 - Nuclear chemical & biological
 - Weapons training
 - Safety, security, cultural awareness and mission
 - BDU wear and appearance
- Obtain civilian employee name tapes and civilian triangle patch for the uniforms
- Ensure family care plan is completed

Travel Orders

- TDY - normal tour is 179 days, but not to exceed 364 days
- TCS - limited to 364 days
- Remarks:
 - Lodging and meals provided in AOR under field conditions
 - Limited per diem is authorized in AOR
 - POV/rental car not authorized
 - AAFES/commissary privileges authorized when available
 - Medical and Dental care are authorized.
 - Overtime and compensatory time are authorized at the TDY site as required by the Field Commander.
 - Actual expense allowances are authorized at the TDY site.
 - Force protection training has been completed.
 - Personal weapons not authorized
- Block #5, Organizational Element must include unit's name and UIC
- Block #11, Itinerary must include country of TDY assignment.

- Ensure orders specify the employee's paragraph and line number for the gaining unit.

Medical and Dental Processing

- Immunizations specific to the deployed area
- Medical screening
- Copy of medical and dental records
- Medical warning tags
- Dental panoramic x-ray
- Blood type
- HIV screening optional, unless required by the country of deployment

CIVILIAN PERSONNEL ADVISORY CENTER

- Arrange for and define time & attendance reporting requirements
- Arrange for direct deposit for pay
- Assist in completion of Emergency Essential Agreement, DD Form 2365, March 1985
- Aid in obtaining ID card, DD Form 2765 (1998 issue) or DD Form 2764 (1998 issue) and/or the Geneva Convention Card, DD Form 489 or use the DD Form 2764 (combined ID & Geneva Conventions Card)
- Inform of Passport and visa requirements
- Inform how to obtain metal ID tags (US Army Personnel Services Battalion)
- Verify security clearance
- Prepare skeleton copy of OPF to individual
- Inform of family member assistance program
- Brief on benefits and entitlements:
 - Danger pay/Post Differential
 - Hours of work
 - Worker's Compensation
 - Health and Life Insurance
 - Overtime
- Ensure the following are maintained at CPAC for deployed employees:
 - Name, SSN, Civilian Category (DA Appropriated/DA NAF)
 - Pay plan, series, grade
 - Personnel Office Identifier (POI)
 - Timekeeper telephone, fax number
 - TDY effective date
 - Arrival date at duty location
 - Intermediate and final TDY location (UIC)
 - DD 93 Information with strip map to next of kin's address
 - Religious preference
 - Security level clearance
 - Blood type
- Ensure the checklist items are reviewed and accomplished prior to employee's departure.

ATTACHMENT B
FAMILY MEMBER CHECKLIST
FOR DEPLOYING CIVILIANS

Family Support Group

- _____ Has a family support group been established in the community?
- _____ Has a support group sponsor been assigned to your family?
- _____ Does the support group sponsor know how to contact the deployed spouse in event of an emergency? Do they know the next of kin information for the family?
- _____ Has the support group sponsor been trained and briefed on their responsibilities?
- _____ Does the sponsor's unit know how to contact the family?
- _____ If the family returns to CONUS or is absent for an extended time, has the unit and /or the support group sponsor been notified?

Medical

- _____ Are immunizations for each family member up-to-date?
- _____ Where are the health and dental records for each family member?
- _____ Who is contacted if medical assistance is required?

Finance

- _____ Will there be money immediately available on a continuing basis during the sponsor's absence?
- _____ Is there an allotment to be sent to the family or bank, or has the civilian signed for check to bank?
- _____ Will the allotment, or check to the bank provide all the necessities to maintain a household?
- _____ If moving away from the post during deployment, is there money for this move?
- _____ What types of accounts does the family have with banks? Do the current bank accounts allow family members access to funds?
- _____ Where are the bank books and account numbers?
- _____ Does the family have a safety deposit box? If so, where are the box and key located?
- _____ Are all credit card numbers written down and in a safe place? Where are the companies' numbers and addresses in case of loss or theft?
- _____ Is the spouse prepared to take complete control of the bank accounts? Does the spouse know not to write a check unless certain there are sufficient funds available? Would financial management training assist spouse in properly managing finances?
- _____ What payments must be made when and to whom (account number, address and telephone number) for:
 - Mortgage/rent
 - Telephone
 - Water and sewage
 - Electricity
 - Trash
 - Insurance
 - Taxes
 - Gas (home heating)
 - Credit cards
 - Other debts (auto, furniture, etc.)
- _____ Who is contacted and how long does the family wait, if the allotment or check to the bank does not arrive?
 - Give the check 3-4 days to arrive after the normal time; then,
 - Contact the civilian pay section of the nearest Army installation or the Army Community Services if the check still has not arrived.

Transportation/Automobile

- _____ Is the spouse familiar with the responsibilities of the automobile?

- _____ What is the name and address of the company holding the lien?
- _____ Where is the vehicle's title? Is the registration or a copy in the vehicle?
- _____ Is the vehicle insurance in the car with the registration or a copy of the registration?
- _____ Is the spouse insured to drive the vehicle?
- _____ When is the renewal date for the license plates and safety inspection?
- _____ Does the spouse have a valid driver's license and when does it expire?
- _____ Is a duplicate set of keys available? Where?
- _____ Is the spouse able to make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc.)?
- _____ Is the vehicle under warranty? Where is it kept? When does it expire? What garage(s) perform warranty work and under what conditions?
- _____ If the spouse does not have a vehicle or is not licensed to drive, what transportation arrangements have been made?

Housing

- _____ Does the spouse know where and how to use the following:
 - The electrical control box (fuse/circuit box) to include replacing the fuses?
 - The water control valve for shutting off the water in case of an emergency (broken or leaking pipe)?
 - The gas control valve for shutting off gas in case of an emergency (leaking pipes or fire)?
 - The name and telephone number of person to call in case repairs are needed?
- _____ Does the family have a duplicate set of house keys?
- _____ If home is heated by oil, is there sufficient quantity on hand? If not, does the spouse know where to obtain an additional supply?

Legal/Administrative

- _____ Are family members' identification cards up to date?
- _____ Where and how are the ID cards replaced if one is lost or stolen?
- _____ Are family members' passports valid for the length of the time the sponsor will be deployed?
- _____ Are family members' ration cards up to date? When do they expire? How does the spouse renew them?
- _____ Where are the powers of attorney kept?
- _____ Does the family have a copy of everyone's birth certificate?
- _____ Does the spouse have a copy of his or her marriage certificate?
- _____ Are there copies of any adoption papers, divorce decrees or court orders awarding custody of children? If so, where are they kept?
- _____ Does every member of the family over the age of 2 have a social security number?
- _____ Does the spouse have copies of federal and state tax records?
- _____ Where are insurance policies kept?
- _____ Does the family know where the stocks, bonds or securities are kept?
- _____ Does the spouse know where family owned land deeds are kept?
- _____ Are all important papers safeguarded?
- _____ Do both the sponsor and the spouse have up to date wills? Where are they kept?
- _____ If the family is on a housing list, has the Housing Office been given telephone numbers where the spouse can be reached during the sponsor's absence?
- _____ Checklist of important documents that should be available during the sponsor's absence:
 - Current identification cards
 - Passports
 - Marriage certificate
 - Divorce decree
 - Automobile tag/registration
 - Wills/burial plan
 - Powers of attorney
 - Insurance policies (auto, life, home, health, etc.)
 - Adoption papers

- Letters of naturalization
- Immunization records
- Unit family support handbook
- List of emergency telephone numbers of ambulance, police, fire, doctor, unit rear detachment commander, specific organization the civilian is assigned to.